

Component Contacts, Pre-Interview Submissions (Honors Program & Summer Law Intern Program), and Honors Program Interview Locations for 2013-2014

The components listed below request writing samples, resumes, or transcripts from Honors Program interview candidates and Summer Law Intern Program candidates selected for consideration for employment. Follow the submission requirements listed for each component (and for each Program) as guidance differs. All questions relating to the writing sample or other submissions should be directed to the Contact listed for the specific component.

(Click on the Component Name or scroll down for Specific Information)

Antitrust Division
Civil Division
Civil Rights Division
Criminal Division
Criminal Division-Asset Forfeiture Fellowship
Drug Enforcement Administration
Environment and Natural Resources Division
Executive Office for Immigration Review
Federal Bureau of Prisons
National Security Division
Office of Information Policy
Office of Privacy and Civil Liberties
Tax Division

ANTITRUST DIVISION:

CONTACT	Toni Butterworth at (202) 514-3697; Toni.Butterworth@usdoj.gov ; or the main Personnel line at (202) 514-2469.	
INTERVIEW LOCATION (Honors Program only)	Liberty Square Building, 450 5 th Street, N.W., Room 3015, Washington, DC 20530. Candidates should report to the Security Office, located on the 5 th Street entrance and inform the security officer that they are coming for an interview with the Antitrust Division. The nearest metro stations are Archives/Navy Memorial (Green/Yellow Lines) or Judiciary Square (Red Line). It is about a 5 – 7 minute walk from either station or from Main Justice to the Liberty Square building.	
PRE-INTERVIEW SUBMISSIONS (Honors Program and Summer Law Intern Program)	The Antitrust Division requests a writing sample and a transcript.	
	Submission Deadline	Within 7 business days following notification of selection for an interview.
	Writing Sample Format	Microsoft Word or Adobe Acrobat PDF
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by anyone else.

	Submission Method	<p>Submit a writing sample and transcript by e-mail as an attachment to: atr.personnel@usdoj.gov. If transcript cannot be sent via e-mail, it can be faxed to (202) 514-0580.</p> <p>All writing sample submissions should include a standard subject line formatted as: HP Writing Sample – Name of Candidate</p> <p>For example, a sample submitted by “J.Q. Candidate” should read: HP Writing Sample – J.Q. Candidate</p>
	Special Instructions	Candidates should place their name in the top right-hand corner of the documents.

CIVIL DIVISION:

CONTACT	Crystal Roy at (202) 305-2718; or Alexander Kent at (202) 353-2776.	
INTERVIEW LOCATION (Honors Program only)	<p>Candidates, except those interviewing with the Federal Programs Branch, should report to Room 7535, RFK Building (this is a change effective Nov 7th). Upon entering the Main Justice/RFK bldg., proceed down the central hallway, through the Courtyard, to the Pennsylvania Avenue side of the building, then take the center elevator bank to the 7th floor.</p> <p>Candidates selected by the Federal Programs Branch should report to 20 Massachusetts Avenue, N.W., Washington, D.C. 20530 at least 5 minutes early and tell the security officer that they are coming for an interview with the Federal Programs Branch. Upon arrival, candidates should call Tamra Moore at (202) 514-8095 for an escort to the interview location. The nearest metro station is Union Station on the Red Line. Candidates should allow approximately 10 minutes to walk from Union Station to the 20 Massachusetts Ave. bldg.</p>	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The Civil Division requests a writing sample, an electronic resume, and a transcript. (An unofficial transcript is acceptable.)	
	Submission Deadline	Not later than four business days following notification of selection for an interview.
	Format	Microsoft Word or Word Perfect or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by a third party.
	Submission Method	<p>Submit by e-mail as an attachment to: Civil.HP-SLIP@usdoj.gov</p> <p>The email subject line should include the candidate's name and the letters “HP” or the words “Honors Program”</p> <p>For example, a sample submitted by “J.Q. Candidate” should read: HP Writing Sample – J.Q. Candidate</p>
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner. Each candidate selected for

		interview must also submit an electronic copy of his/her resume and transcript in addition to the writing sample. All submissions should be sent to the e-mail address listed above.
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CIVIL RIGHTS DIVISION:

CONTACT	Harry Vickers, (202) 514-3934	
INTERVIEW LOCATION (Honors Program only)	The Civil Rights Division will interview in the Northwestern Building, 1800 G Street, NW, Room 7082, Washington, D.C. 20005. Please arrive about 15 minutes early to clear security. The nearest Metro stations are Farragut West (orange line) – two blocks north or Farragut North (red line) about four blocks. Point of contact for interviews is Harry Vickers, (202) 514-3934. Mr. Vickers is not located in the interview building, but can assist you with directions and/or the security guards with access approval.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The Civil Rights Division requests a writing sample and a transcript. (An unofficial transcript is acceptable.)	
	Submission Deadline	Within 3 business days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, of sufficient length to demonstrate the candidate's legal writing abilities, but not to exceed 15 pages. An excerpt from a longer piece is acceptable. The sample should be the candidate's exclusive work, unedited by third parties.
	Submission Method	Submit by e-mail as an attachment to: Harry.Vickers@usdoj.gov
	Special Instructions	The email subject line should include the candidate's name and the letters "HP" or the words "Honors Program"

CRIMINAL DIVISION (Trial Attorney Interviews):

CONTACT	Mona Iyer, (202) 616-2147, Mona.Iyer@usdoj.gov ; or Monet Gregory, (202) 305-1620, Monet.Gregory@usdoj.gov .	
INTERVIEW LOCATION (Honors Program only)	Candidates should report to the reception area outside Room 2112, RFK Building. Please have a seat on the couches: do not knock on Room 2112. If you need assistance prior to your interview day, or on the day of your interview, please contact Mona Iyer, (202) 616-2147, Mona.Iyer@usdoj.gov ; or Monet Gregory, (202) 305-1620, Monet.Gregory@usdoj.gov .	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The Criminal Division requests a writing sample and an electronic resume.	
	Submission Deadline	No later than October 11, 2013 at midnight (Eastern Standard Time).
	Format	Microsoft Word, Word Perfect, or Adobe Acrobat
	Type of Writing Sample	Electronic Resume (PDF is ok) and Legal analysis writing sample not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by

		more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	<p>Submit by e-mail to crm writingsamples@usdoj.gov. Submit ONE email with TWO attachments as a two attachments (a resume and a writing sample).</p> <p>All submissions should include a standard subject line formatted as: Name of Submitter – Writing Sample Name of Submitter – Resume</p> <p>For example, a resume submitted by “J.Q. Candidate” should read: (1) J.Q. Candidate – Resume</p>
	Special Instructions	Candidates should place their name on the upper right-hand corner of the sample.

CRIMINAL DIVISION – ASSET FORFEITURE FELLOWSHIP PROGRAM:

CONTACT	Erin Dawson, (202)305-8308 or Michael Fazio, (202) 598-6768.	
INTERVIEW LOCATION (Honors Program only)	Asset Forfeiture Fellowship Program candidates should report to 1400 New York Avenue NW, otherwise known as the Bond Building. Upon checking in with Security, AFMLS will be notified and send an escort for your interview. The Bond Building is about a 15 minute walk from Main Justice (the RFK Building). The nearest Metro stations are Metro Center (Red, Blue and Orange Lines) and McPherson Square (Blue and Orange lines). If debarking at Metro Center, take the 13th Street and G exit. If debarking at McPherson Square, take the 14th and I Street exit. The building is approximately a 5 minute walk from either station. If you need assistance prior to your interview day, or on the day of your interview, please contact Erin Dawson, (202)305-8308, or Michael Fazio, (202) 598-6768.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The Asset Forfeiture Fellowship Program requests a writing sample and an electronic resume.	
	Submission Deadline	No later than October 11, 2012 at midnight (Eastern Standard Time).
	Format	Microsoft Word, Word Perfect, or Adobe Acrobat (PDF)
	Type of Writing Sample	<p>Electronic Resume (PDF is ok) and Legal analysis writing sample not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.</p>
	Submission Method	<p>Submit by e-mail as attachments to: AFMLS.hiring@usdoj.gov. Submit ONE email with TWO attachments (a resume and a writing sample).</p> <p>All submissions should be labeled as follows: Name of Submitter – Writing Sample Name of Submitter – Resume</p> <p>The subject line of the e-mail should be “Candidate name-</p>

		Writing Sample/Resume.” For example, an e-mail submitted by “J.Q. Candidate” should have the following subject line: J.Q. Candidate-Writing Sample/Resume
	Special Instructions	Candidates should place their name on the upper right-hand corner of the sample.

DRUG ENFORCEMENT ADMINISTRATION:

CONTACT	Debra Rosario or Ikea Pickett at (202) 307-8188. An alternate number is (202) 307-7431.	
INTERVIEW LOCATION (Honors Program only)	DEA Hearing Facility, Suite 901, Arlington, VA 22202. Candidates arriving by air should take MetroRail to the Crystal City metro station (on the Yellow and Blue Lines). The building is connected with the Shops at Crystal City, which has the Crystal City Metro stop in the mall. Candidates should report to the Security Desk at least 5 minutes prior to their interview and call Debra Rosario or Ikea Pickett at (202) 307-8188. An alternate number is (202) 307-7431.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The DEA requests two writing samples, a current résumé, and a transcript. All documents should be sent both electronically and in hard copy.	
	Submission Deadline	Not later than 10 business days after notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit two writing samples. The samples should be original pieces that have not been extensively edited by a third party (e.g., not a heavily-edited law review article or a judicial opinion).
	Submission Methods	Submit the writing samples, résumé, and transcript by e-mail as attachments to: DebraLynn.Rosario@usdoj.gov The email subject line should reflect: “Honors Program Submission” and include the candidate’s name. For example, documents submitted by “J.Q. Candidate” could read: Honors Program Submission - J.Q. Candidate <u>Hard copies should be sent to:</u> Judge John J. Mulrooney II, Chief Administrative Law Judge, Office of Administrative Law Judges, DEA, 8701 Morrisette Drive, Springfield, VA 22152.
	Special Instructions	The documents submitted should contain the candidate’s name at the top, right corner. Candidates should ensure their full name and law school are on the transcript.

ENVIRONMENT AND NATURAL RESOURCES DIVISION:

CONTACT	Janelle Marshall at (202) 514-5494 or Marcia Jordan Burke at (202) 616-3128.	
INTERVIEW LOCATION (Honors Program only)	All candidates should report to Patrick Henry Building, 601 D Street, N.W., Washington, D.C., and check in at the Security Desk. Candidates should contact ENRD Main HR # (202) 616-3144, Janelle Marshall (514-5494) or Marcia Jordan Burke (616-3128) for an escort to the Second Floor. Interviews will be conducted in Room 2711. The nearest metro stations are Archives/Navy Memorial (Green/Yellow Lines) or Judiciary Square (Red Line). It is about a 5–7 minute walk from either station.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The Environment and Natural Resources Division requests a writing sample.	
	Submission Deadline	As soon as possible but not later than five days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one sample only reflecting the candidate's best writing. The sample should be an original piece of the candidate's choice, not too lengthy, and should not have been extensively edited by a third party (e.g., not a heavily-edited law review article or a judicial opinion).
	Submission Method	Submit by e-mail as an attachment to: Marcia.Burke@usdoj.gov Janelle.Marshall@usdoj.gov or to The email subject line should reflect: "Writing Sample – Honors Program." For example, a sample submitted by "J.Q. Candidate" could read: Writing Sample – Honors Program (J.Q. Candidate)
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW:

CONTACT	<p><u>Office of the Chief Immigration Judge:</u> Celia Kuiken, (703) 605-1705 or OCIJ main number, (703) 305-1247</p> <p><u>Office of General Counsel</u> Brea Burgie, (703)756-8156</p> <p><u>Board of Immigration Appeals</u> Contact: Mark Cappello, (703) 305-0197</p> <p><u>Office of the Chief Administrative Hearing Officer</u> Kimberly Wilkins, (703) 305-0865 EOIR: Inez Patten, (703) 605-1160</p>
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INTERVIEW LOCATION (Honors Program only)	<p>EOIR Honors Program Interviews will be conducted in Washington, D.C. for all candidates interviewing with Office of the General Counsel, Board of Immigration Appeals, and the Office of the Chief Administrative Hearing Officer.</p> <p>Candidates interviewing with any of the offices listed above <u>and</u> the Office of the Chief Immigration Judge will also interview in Washington, D.C.</p> <p>Candidates interviewing <u>only</u> with the Office of the Chief Immigration Judge may be directed to Immigration Courts located in other major U.S. cities. See the appended table at the bottom of this listing for directions.</p> <p><u>WASHINGTON, D.C. INTERVIEWS:</u> EOIR will interview at 5107 Leesburg Pike (One Skyline Tower), 25th and 26th floor, Falls Church, VA 22041. Directions to the building and to specific interviewing sections (OCIJ, BIA, OGC, OCAHO) are in the table appended to bottom of this listing.</p>	
PRE-INTERVIEW SUBMISSIONS (Honors Program and Summer Law Intern Program)	The EOIR requests an electronic writing sample, current résumé, and a transcript.	
	Submission Deadline	Not later than 5:00 p.m. (Eastern Time), October 9, 2013
	Format	Microsoft Word or Adobe (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 10 pages. The sample should be an original piece that has not been extensively edited by a third party (e.g., not a heavily-edited law review article or a judicial opinion). An excerpt of a longer piece is acceptable.
	Submission Method	<p>Submit writing sample, résumé, and a transcript (unofficial is acceptable) by e-mail as an attachment to: <u>SAM-2013.EOIR@usdoj.gov</u>.</p> <p>The email subject line should reflect: Honors Program Supplemental Application Materials <u>or</u> SLIP Supplemental Application Materials. For example, a sample submitted by an Honors Program candidate named “J.Q. Candidate” could read: “Honors Program Supplemental Application Materials (J.Q. Candidate).”</p>
	Special Instructions	<p>The document submitted by e-mail should contain the candidate’s name at the top, right corner. Candidates should ensure their full name and law school is on the transcript. Candidates may bring updated resumes and/or transcripts to the interview.</p> <p>Note: Honors Program candidates interviewing with EOIR’s Office of the Chief Immigration Judge (OCIJ) will be asked to complete a geographic preference sheet at the interview.</p>

<p>CALIFORNIA Los Angeles, CA</p> <p>Los Angeles Immigration Court</p> <p>606 S. Olive Street, 15th Floor</p> <p>Los Angeles, CA 90014</p> <p>(213) 398-2811</p>	<p>The Los Angeles Immigration Court is located in the City National Bank Building at the corner of Olive and 6th Street. If candidates are driving to the court, there is valet parking available in the parking garage beneath the building. The entrance to the garage parking is on 6th Street, approximately 25 feet past the Olive and 6th Street intersection on the right side of the street. There is also a paid parking lot right next to the City National Bank building on Olive Street. The average cost for parking in designated parking lots and valet parking in downtown L.A. is approximately \$12 - \$20 (to park for the day).</p> <p>Candidates should report to the 15th floor by taking the bank of elevators on the left side of the first floor foyer of the building. Contact Sharon Kok, Administrative Assistant to the Asst. Chief Immigration Judge at (213) 553-5830. The security officer on that floor will also have your name listed for interview that day.</p>
<p>CALIFORNIA</p> <p>San Francisco, CA:</p> <p>San Francisco Immigration Court</p> <p>120 Montgomery Street</p> <p>8th Floor</p> <p>San Francisco, CA 94104</p> <p>(415) 705-4415</p>	<p>The San Francisco Immigration Court is located in an office building on the NE corner of Montgomery and Sutter Streets, one half block from the Montgomery Street BART station. It is recommended that candidates use the BART or MUNI transportation systems as parking is difficult, expensive and limited within the city. However, there is a parking garage located off 3rd Street between Mission and Market Streets.</p> <p>Please bring a valid photo ID. The building staff will be notified of the interviews and will require candidates to sign in and will also be checking the IDs. Upon reaching the 8th floor candidates will be required to clear security and then present themselves to the front window and ask for either Michael Clay or Judy Fassler, who will be paged to escort you to the waiting area for your interview.</p>
<p>CALIFORNIA San Diego Immigration Court 401 West "A" Street, Suite 800 San Diego, CA 92101 (619) 557-6052</p> <p>Interviewing on the following dates:</p> <p>Week 1 – available Monday 10/21 in the morning only; Wednesday 10/23 in the afternoon only; and all day on Friday 10/25</p> <p>Week 2: Tuesday, 10/29 in the afternoon only; and Friday, 11/1</p> <p>Week 3: All dates.</p>	<p>The San Diego Immigration court is located at 401 West A Street, Suite 800, in downtown San Diego at the corner of the 8th floor, candidates will be required to clear security. The security office on that floor will also have your name listed for interview that day. At the front window, ask for Glenda Viray, Staff Assistant to the Asst. Chief immigration Judge, who will be paged to escort you to the waiting area for your interview. Candidates arriving at San Diego International Airport who are not authorized an overnight stay (i.e., are arriving and departing the same day) should take a taxi to and from the interview site. Taxi fare from the airport is approximately \$11 round trip. Local candidates should be advised that parking is difficult, expensive, and limited within San Diego. You may wish to explore alternate travel means or park at the Airport or other public facility and take a taxi.</p>

<p>COLORADO Denver Immigration Court 1961 Stout Street, Suite 3101 Denver, CO</p>	<p>The Denver Immigration Court is located at 1961 Stout Street, Suite 3101, in downtown Denver at the corner of Stout Street and 19th street in the Byron G. Rogers Federal Building and Courthouse. Prior to reporting to the 3rd floor, candidates will be required to clear security. Please allow for at least 15 minutes to clear security and make sure that you have a Government-issued ID. When you get to the third floor, please let the receptionist know that you are here for an interview. Candidates arriving at Denver International Airport ("DIA") can either take a taxi for approximately \$50, SuperShuttle for approximately \$25, or an RTD bus for \$11. DOJ will reimburse up to the cost of the SuperShuttle fare since public transportation is available. <u>The cost listed is each way.</u> To find the RTD bus shuttle times, go to http://www.rtd-denver.com/skyride.shtml. You will take the AF bus to the Denver Bus Center. The Denver Bus Center is located at 19th and Curtis and is about two blocks away from the Denver Immigration Court. Candidates flying into DIA should allow for at least one hour travel between the airport and the Court. Local candidates should be advised that meter parking is available around the Courthouse as are surface lots. If parking, note that some meters may have hour limits. We highly recommend parking at a meter that allows at least two hours for parking. For any other further questions please contact Alec Revelle, the Court Administrator for Denver, at alec.revelle@usdoj.gov or (303) 291-3112. You may also contact Deanna DeHerrera, the Supervisory Legal Assistant at the Denver Immigration Court, at deanna.deherrera@usdoj.gov or (303) 291-3102.</p>
<p>FLORIDA Miami Immigration Court 333 S. Miami Avenue, Suite 700 Miami, FL 33130 (306) 789-4221</p>	<p>The Miami Immigration Court is located at 333 S. Miami Avenue in Downtown Miami. Candidates arriving by car can park in the garage adjacent to the building for \$15.00. Candidates arriving at Miami International Airport may take a taxi to and from the interview site. Round trip taxi fare from the airport is approximately \$60.00. If coming by Metrorail, candidates should exit at Government Center station and take the Metromover to the Riverwalk station, which is directly across from the court building.</p> <p>Candidates will be required to clear security by presenting a government issued photo ID. The security officer in the lobby will have your name listed for the interview. Report to the reception window on the 7th floor and ask for Tony Morris, Staff Assistant to the Asst. Chief Immigration Judge, who will escort you to your interview. If you need to reach him, his direct number is 305-789-4261.</p>
<p>NEW YORK New York Immigration Court 26 Federal Plaza, 12th Floor Room 1237 New York, NY 10278 (917) 454-1040 Interviewing Monday, October 28, 2013 – Friday, November 1, 2013.</p>	<p>The New York Immigration court is on the 12th floor of 26 Federal Plaza in downtown New York. Prior to reporting to the 12th floor, candidates will be required to clear security. In the lobby, there are multiple sets of elevators. Look for the elevator bank marked 1-12 or 12-21 and take it to the 12th floor. Once on the 12th floor, you will immediately see signs for the Immigration Court. At the front window, ask for Felicia Ward, Administrative Assistant to the Asst. Chief Immigration Judge, who will be paged to escort you to the</p>

waiting area for your interview.

Transportation:

Subway Information: Candidates traveling from the east side in mid-town Manhattan should take the 4 or 5 Express subway trains or the 6 Local subway train from the Grand Central Subway Station to the Brooklyn Bridge Station (approximately 10 minute ride on the express or a 20 minute ride on the local). If traveling from the west side of Manhattan, they should take the West Side IRT subway 2 or 3 or the 8th Avenue line "A" subway to Chambers Street Station and walk 1 block east to Broadway and then 2 blocks north towards Canal Street and our office is located on Broadway between Duane and Worth Street. An "A" Subway Metro card cost is \$2.25 each way; a Metro card must be purchased at the subway station.

If arriving by air at JFK or La Guardia airports, there is bus transportation provided by NYC Airpporter Express Bus which conveniently drops off passengers at Grand Central Terminal Station, East 42nd Street, where the candidate can take the subway to our office (see Subway Information above). The bus transportation fee from JFK is \$15.50 each way. Bus transportation from La Guardia is \$12.50 each way or \$22 round trip. Buses run every half hour. For more information and to purchase tickets, candidates can go online at www.nycairporter.com

If arriving by air at Newark, candidates can use the Newark Airport Express bus that costs \$16 each way and \$28 round trip. The bus will drop off passengers at Grand Central Station Terminal at East 42nd Street where one can take the subway to our office (see Subway Information, above).

Train Transportation: For those who are traveling to NYC via train/rail system, there are two major train stations-

- Penn Station, West Side of Manhattan at 32-34th Street; there are 2 subway lines at 34th Street adjacent to Penn Station: Upon arrival, candidates can take the "A" train at the 34th Street station; or the IRT West Side subway lines # 2 or 3 at the 34th Street station to the Chambers Street Station (see Subway Information, above)

- Grand Central Train Station where the east side subway lines are easily accessible (see Subway Information, above).

Taxis from Airports: There is reliable and available public transit service in New York City. Candidates will be reimbursed at the rates applicable for bus or train transportation (including subway fares). Taxi information is provided as a courtesy, with the caveat that candidates will not be reimbursed for costs exceeding the public transit fares.

- From John F. Kennedy (JFK) Airport, Queens County, to lower Manhattan there is a flat taxi fee of \$52 (plus a NY State tax surcharge of \$.50 will be added on the trip).

- From La Guardia International Airport, Queens County: There is no set NYC taxi fare for trips to and from La Guardia. The regular NYC taxi metered rate of fare

	<p>applies.</p> <ul style="list-style-type: none"> • From Newark Liberty International Airport, New Jersey: To NYC, the fare is negotiated in advance. • From NYC to Newark, the NYC taxi fare is the regular metered rate of fare, plus a \$17.50 surcharge, plus all tolls going to and returning from the airport.
<p>WASHINGTON, D.C.</p> <p>OCIJ, OGC, BIA, OCAHO</p> <p><u>Office of the Chief Immigration Judge:</u> Candidates for the Office of the Chief Immigration Judge (OCIJ) Office of the Chief Immigration Judge Interview location/room: 25th Floor, interviewer's office Contact: Celia Kuiken, (703) 605-1705 or OCIJ main number, (703) 305-1247 Instructions to Applicant: Please sign in with the security guards in the building lobby and take the elevators to the 25th floor. The door with a window next to it opens to the OCIJ reception area. Knock on the door and the Receptionist will let you in. Wait in the reception area for your interviewer, who will escort you to the interview location.</p> <p><u>Office of General Counsel</u> Interview location/room: 26th Floor, OGC conference room Contact: Brea Burgie, 703-756-8156 Instructions to Applicant: Please call Brea Burgie from the building lobby. She will meet you there and escort you to the interview location.</p> <p><u>Board of Immigration Appeals</u> Interview location/room: 24th Floor, Room 2400 thru glass doors Contact: Mark Cappello – (703) 305-0197</p> <p><u>Office of the Chief Administrative Hearing Officer</u> Interview location/room: 25th Floor, Suite 2519 Contact: Kimberly Wilkins – (703) 305-0865</p>	<p>There are three options for local travel to the EOIR Falls Church, VA, Headquarters. The drop point for all shuttle and bus options is the same. Exit the shuttles and busses at the rear entrance of 5113 Leesburg Pike (Four Skyline Place), where the pick- up/drop point is located. Interview candidates arriving by air at Reagan National Airport should use option 1 or option 2, below. Walking directions to the interview location from the shuttle drop point and the 28F/28G MetroBus stop are available at www.justice.gov/careers/legal/walking-directions.pdf.</p> <p>(1) Candidates may take MetroRail to the Pentagon City Metro Station, then transfer to the free Skyline Crystal Express Shuttle (pick-up point is located close to the Metro escalators, on S. Haynes St. near 12th St. by the entrance to Nordstrom). Be prepared to show photo ID and your interview notification if asked to do so. Shuttle schedules and maps of the pick-up and drop points are available at http://skylineofficebuildings.info/pdf/Skyline-BallstonShuttle.pdf. Candidates arriving at Reagan/National Airport should take MetroRail to the Pentagon City station (two stops from the airport on the Yellow and Blue Lines), then transfer to the Skyline Crystal Express Shuttle as described above. Do not take the metro to the East Falls Church or West Falls Church Metro stations.</p> <p>(2) Alternatively, candidates may take MetroRail to the Pentagon (three stops from Reagan National Airport), then take the 28F/28G MetroBus to the interview location. MetroBus fare is \$1.50. Schedules and maps for the 28F/28G MetroBus are available at http://www.wmata.com/bus/timetables/va/28fg.pdf. If the direct link does not work, simply enter this URL into your browser or go to www.wmata.com and look for the timetable for the 28 F, G, Skyline City Line bus.</p> <p>(3) As a third option, candidates may take a free Skyline Ballston Express Shuttle from the Ballston Metro Station. See http://skylineofficebuildings.info/pdf/Skyline-BallstonShuttle.pdf, page 2, for more information.</p>

FEDERAL BUREAU OF PRISONS:

CONTACT	Mary McBride at (202) 353-0062; mmcbride@bop.gov	
INTERVIEW LOCATION	Not applicable	
PRE-INTERVIEW SUBMISSIONS (Summer Law Intern Program only)	The Federal Bureau of Prisons requests a writing sample.	
	Submission Deadline	Not later than five business days prior to the interview date
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Candidates selected for consideration for employment should submit one sample only reflecting the candidate's best writing. The sample should be an original piece of the candidate's choice, not more than 10 pages in length.
	Submission Method	Submit by e-mail as an attachment to: mmcbride@bop.gov The email subject line should reflect the name of the Program and include the candidate's name. For example, a sample submitted by SLIP candidate "J.Q. Candidate" could read: SLIP Writing Sample -J.Q. Candidate
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner.

OFFICE OF INFORMATION POLICY:

CONTACT	Anne Work at Anne.D.Work@usdoj.gov or Sean O'Neill at 202-305-2137 or Sean.O'Neill@usdoj.gov	
INTERVIEW LOCATION (Honors Program only)	The Office of Information Policy will interview at 1425 New York Avenue, NW, Washington, D.C. Candidates should arrive at least 10 minutes prior to their interview in order to clear security. Upon arrival, candidates should contact Anne Work at 202-616-5494. Candidates arriving by air should take Metro Rail to the Metro Center station and exit toward 13th and G Street or use the blue and orange subway line to McPherson Square and exit towards 14th Street. If you need assistance prior to your interview, contact Anne Work at Anne.D.Work@usdoj.gov or Sean O'Neill at 202-305-2137 or Sean.O'Neill@usdoj.gov . If you need assistance on the day of your interview, contact Anne, Sean, or OIP's front desk at 202-514-3642.	
PRE-INTERVIEW SUBMISSIONS (Honors)	The Office of Information Policy requests a writing sample, transcript and a current resume, both electronically and in hard copy.	
	Submission Deadline	No later than 5 days after notification of selection.
	Format	Microsoft Word, Word Perfect or Adobe Acrobat (PDF)

Program only)	Type of Writing Sample	Electronic Resume (PDF is ok) and Legal analysis writing sample not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	Submit as attachments by e-mail to: Anne.D.Work@USDOJ.gov All submissions should include a standard subject line formatted as: HP Pre-Interview Submissions – Name of Submitter For example, a sample submitted by “J.Q. Candidate” should read: Writing Sample/Resume – J.Q. Candidate Hard copy submissions should be mailed to: U.S. Department of Justice Office of Information Policy Attn: Anne Work Suite 11050 1425 New York Avenue N.W. Washington, D.C. 20530
	Special Instructions	Candidates should place their name on the upper right-hand corner of the sample.

OFFICE OF PRIVACY AND CIVIL LIBERTIES:

CONTACT	Pam Moye, (202) 353-3152	
INTERVIEW LOCATION (Honors Program only)	OCPL will interview at 1331 Pennsylvania Ave., NW (National Place Building), Suite 1000, Washington, DC 20530. The National Place Building, is located a block away from the Metro Center station of the DC MetroRail system. It is easily accessible from Washington Union Station and Washington Reagan National Airport. The simplest way to get to the National Place Building from Union Station is by MetroRail (Red Line). The simplest way to get to the National Place Building from Reagan National Airport is by MetroRail (Blue Line). Candidate should enter the building through the F Street entrance (located between 13th and 14th streets) and walk forward past the security desk to the main elevator bank. (There should be minimal delay needed to clear security.) OPCL is located on the 10th floor. Please ring the doorbell to be let into the office. If no one answers the doorbell, please call Pam Moye at (202) 353-3152.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	OPCL requests a cover letter, resume, writing sample, and law school transcript.	
	Submission Deadline	Within 7 business days of notification of selection for interview.
	Format	All requested documents should be in PDF format.
	Type of Writing Sample	The writing sample should demonstrate the candidate's writing and analytical skills and should not exceed 10 pages in length. An excerpt from a longer piece is

		acceptable. The writing sample should represent the candidate's original work, without extensive editing by a third party.
	Submission Method	All requested documents should be e-mailed as PDF attachments to Joo.Chung@usdoj.gov .
	Special Instructions	Candidates must attach a cover letter, resume, and law school transcript to the writing sample, and indicate that he/she was selected for an Honors Program interview.

NATIONAL SECURITY DIVISION:

CONTACT	Tammy Green, (202) 616-0240 or Emily Sullivan at (202) 514-9839.	
INTERVIEW LOCATION (Honors Program only)	National Security Division: Candidates should report to Room 7640 and contact Tammy Green, (202) 616-0240. An alternate contact is Emily Sullivan at (202) 514-9839.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The National Security Division requests a writing sample and an electronic resume.	
	Submission Deadline	As soon as possible but not later than five days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat
	Type of Writing Sample	<ol style="list-style-type: none"> 1. Electronic Resume (PDF is ok) <p><u>and</u></p> <ol style="list-style-type: none"> 2. One sample only reflecting the candidate's best writing -- legal analysis writing sample strongly preferred -- not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	<p>Submit by e-mail as an attachment to: Tammy.Green@usdoj.gov</p> <p>The email subject line should reflect: "Writing Sample – Honors Program" and the candidate's name.</p> <p>For example, a sample submitted by "J.Q. Candidate" could read: Writing Sample – Honors Program (J.Q. Candidate) For example, a sample submitted by "Jane Q. Candidate" should read: Honors Program Writing Sample – Jane Q. Candidate</p>
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner.

TAX DIVISION: (Please note that there are separate tables for pre-interview submissions for the Honors Program and the SLIP)

CONTACT	<p>For the Honors Program: Kathleen Lyon at (202) 307-6370, Todd Ellinwood at 202-616-9330, or Brittney Campbell at 202-353-2260.</p> <p>For the Summer Law Intern Program: Rachel Cramer, (202) 514-6540</p>	
INTERVIEW LOCATION (Honors Program only)	<p>The Tax Division will interview at the Robert F. Kennedy Building, 950 Pennsylvania Avenue, N.W., Washington, D.C., 20530. Candidates must enter the RFK Building through the Visitor's Center on Constitution Avenue, between 9th and 10th Streets. The nearest Metrorail stations are Archives/Navy Memorial (Green/Yellow Lines) located on Pennsylvania Avenue (two blocks from the Constitution Avenue entrance) and Federal Triangle (Blue/Orange Lines) located on 12th Street (two and one-half blocks from the Constitution Avenue entrance). Public parking is extremely limited. Upon arriving at the Visitor's Center, candidates should contact the Tax Division Front Office at (202) 514-2901 or (202) 514-5620. A Tax Division representative will come downstairs to greet the candidate. Candidates will initially report to Room 4141, RFK Building. If assistance is needed, or for emergencies and/or travel delays on the actual day of interview contact Kathleen Lyon at (202) 307-6370, Todd Ellinwood at 202-616-9330, or Brittney Campbell at 202-353-2260.</p>	
PRE-INTERVIEW SUBMISSIONS (Honors Program Only)	The Tax Division requests a writing sample and a transcript.	
	Submission Deadline	Please submit within 3 days following notification of selection for an interview.
	Format	Microsoft Word, Word Perfect, or Adobe Acrobat PDF (strongly encouraged)
	Type of Writing Sample	Interview candidates should submit one writing sample only, reflecting his or her best writing. The sample should be an original piece - if possible, an advocacy piece (e.g., a brief or motion) - and not one extensively edited by a third party (e.g., not a heavily-edited law review article or judicial opinion).
	Submission Method	<p>Submit by e-mail as an attachment to: Tax.Honors@usdoj.gov. All email writing sample submissions should include a standard subject line formatted as: Honors Program Writing Sample - Candidate First and Last Name</p> <p>For example, a sample submitted by Honors Program candidate "Jane Q. Candidate" could read: Honors Program Writing Sample -Jane Q. Candidate</p>
	Special Instructions	Candidates should place their name in the top right-hand corner of the writing sample. The Division prefers candidates to e-mail their submissions, but if that is not possible, candidates can fax their submissions to 202-616-1973. Candidates must ensure that their full name and law school are on the transcript.
PRE-INTERVIEW SUBMISSIONS (Summer Law	The Tax Division requests a writing sample and a transcript	
	Submission Deadline	To be provided at the time the candidate is contacted for a telephone interview.
	Format	Microsoft Word or Adobe Acrobat PDF (strongly encouraged)
	Type of Writing Sample	Candidates who are notified of selection for consideration for employment will be asked to provide a writing sample prior to a telephone interview. The candidate will be given

Intern Program Only)		the email address to use for submission upon being contacted for the interview. The sample should reflect his or her best writing and be an original piece – if possible, an advocacy piece (e.g., a brief of motion) – and not one extensively edited by a third party (e.g., not a heavily-edited law review article or judicial opinion.)
	Submission Method	<p>Submit by e-mail as an attachment to the address provided when contacted for a telephone interview. All submissions should include a standard subject line formatted as:</p> <p>SLIP Writing Sample –Candidate First and Last Name</p> <p>For example, a sample submitted by “Jane Q. Candidate” should read: SLIP Writing Sample – Jane Q. Candidate</p>
	Special Instructions	Candidates should place their name in the top right-hand corner of the document and indicate that it is for the Summer Law Intern Program. The Division prefers candidates to e-mail their transcript to the address provided, but if that is not possible, candidates can fax their submissions to 202-514-6649. Candidates must ensure that their full name and law school are on the transcript.